



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

**Section I. Invitation to Bid**

for the

**Lease of Multi-Function Colored Digital Photocopying Machines of The Presidential Communications Office CY 2025  
[Procurement/Contract No. 2025-02-011]**

1. The Presidential Communications Office through the 2025 General Appropriations Act intends to apply the sum of **Two Million Four Hundred Thousand Pesos (PHP 2,400,000.00)** being the ABC to payments under the contract for each lot for the project: **Lease of Multi-Function Colored Digital Photocopying Machines of The Presidential Communications Office CY 2025 [Procurement/Contract No. 2025-02-011]** Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
  - 1.1. The PCO now invites bids for the above procurement project. Supply and Delivery of the Goods shall be in accordance with Section VI. Schedule of Requirements, and Section VII. Bidders should have completed, within three [3] years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
  - 1.2. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The procedure for the project shall be in accordance with PCO Amended Hybrid Procurement Set Up Guideline and the Bidder’s Guide, as well as the GPPB forms and other bidding forms to be accomplished and submitted, collectively attached in the QR Code or the clickable link below:

[https://drive.google.com/drive/folders/1dcyf2k9fCCyeLhFE9j8i5hXVpriWBQKv?usp=drive\\_link](https://drive.google.com/drive/folders/1dcyf2k9fCCyeLhFE9j8i5hXVpriWBQKv?usp=drive_link)



Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

1. Prospective Bidders may obtain further information from the PCO BAC Secretariat through the e-mail address given below and inspect the Bidding Documents posted on the PCO website.
2. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **21 February 2025** from the PCO website given below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount **One Thousand Pesos (PHP 1,000.00)**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending a clear scanned copy of the Official Receipt **on or before the deadline of submission of bids** to the PCO BAC Secretariat e-mail given below.

1. The PCO will hold a Pre-Bid Conference on **04 March 2025 at 9:30 AM** through video conference via Zoom, which link shall be provided a day before the said conference. Pre-registration shall be required for all interested suppliers in order to access the video conferences and to participate further in the procurement activities as scheduled. Those interested bidders must provide complete information in the Google Forms which may be accessed via this link: <https://forms.gle/jW1PNJ8sHknW9qMG7>.

Prospective bidders are encouraged to discuss any concerns or clarifications about the eligibility requirements including the technical specifications in the said conference.

1. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission at [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph) **on or before 18 March 2025 at 9:00 AM** in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned PCO Amended Online Bidding Guidelines and the Bidder's Kit. Late bids shall not be accepted.
2. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
3. Bid opening shall be on **18 March 2025 at 10:00 AM** via Zoom video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
4. Prospective bidders are requested to organize and submit their Bids either Physically or electronically in accordance with the PCO-BAC Hybrid Guidelines and suppliers are hereby reminded, as follows:

**For Physical Submission:**

- a. Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked “ORIGINAL – LEGAL AND TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL – FINANCIAL COMPONENT”, sealing them all in one outer envelope marked “ORIGINAL BID – NAME OF BIDDER. The envelopes must be sealed with a tape and marked with a unique and determinate signature.
- b. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as - COPY NO. \_\_\_ - LEGAL AND TECHNICAL COMPONENT for the legal and technical document and - COPY NO. \_\_\_ – FINANCIAL COMPONENT for financial document, sealed in an outer envelope as - COPY NO. \_\_\_ - NAME OF BIDDER, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

Bidders must provide two (2) extra copies. The original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s. This means that three properly marked envelopes must be submitted before the prescribed deadline. i.e original documents and two extra copies

**For Electronic submission:**

- a. The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in a password-protected ZIP folder and PDF file;
- b. There shall be four (4) different passwords required: one (1) unique password for the ZIP folder of First Envelope; one (1) unique password for the PDF file under the ZIP folder of First Envelope; one (1) unique password for the ZIP folder of the Second Envelope; and one (1) unique password for the PDF file under the ZIP folder of the Second Envelope;
- c. The password-protected PDF file in the First Envelope shall contain the scanned original copy of the consolidated Legal and Technical documents. Said PDF file shall be assigned the file name, “PCO Bidding No. 2025-02-011; (Name of Supplier); Legal and Technical Documents.” There should be one (1) unique password for each PDF file;
- d. The password-protected PDF file in the Second Envelope shall contain the scanned original copy of the consolidated financial documents. Said PDF file shall be assigned the file name “PCO Bidding No. 2025-02-011; (Name of Bidder); Financial Documents.” There should be one (1) unique password for each PDF file; and
- e. In any case where the files to be submitted exceed the size limit of the e-mail, the bidder may submit their bid via separate e-mails, provided, that the subject line for each mail should indicate to which part of the several it corresponds to (i.e., Part 1 of Legal and Technical Documents, Part 2 of Legal and Technical Documents, etc.). One set of passwords for the said components may be allowed in case of splitting, provided

that the passwords for the Eligibility Requirements are separate and distinct from the Financial Requirements.

- f. To facilitate the evaluation of documents, suppliers are encouraged to include a table of contents per PDF file, corresponding page numbers, and title pages before the actual document. For reference, the sample format may be viewed via these QR Code or the clickable link below:

- Legal and Technical Documents

[https://drive.google.com/file/d/19CfK3vnp\\_xrql4lqQ8gBnxjD7yoRBs-c/view?usp=drive\\_link](https://drive.google.com/file/d/19CfK3vnp_xrql4lqQ8gBnxjD7yoRBs-c/view?usp=drive_link)



- Financial Documents

[https://drive.google.com/file/d/147mY2wFDaVpKaUI3OF4JvnZy5MpcBDV9/view?usp=drive\\_link](https://drive.google.com/file/d/147mY2wFDaVpKaUI3OF4JvnZy5MpcBDV9/view?usp=drive_link)



In case the bidder fails to submit any or all of the documentary requirements in a password-protected PDF files, the bid/quotation will automatically be disqualified and shall be declared as “FAILED” and the supplier will no longer be allowed to participate further in the procurement activities scheduled for this Project.

- a. The PCO reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- b. For further information, please refer to:

**BIDS AND AWARDS COMMITTEE SECRETARIAT**

Office of the Bids and Awards Committee Secretariat

3rd Floor New Executive Building

J.P Laurel St. V. Brgy 646

San Miguel Manila, Metro Manila

Phone No.: (02) 8734-7420 (209)

E-mail Address: [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph)

Website: [pco.gov.ph](http://pco.gov.ph)

You may visit the following:

For downloading of Bidding Documents: <https://pco.gov.ph/procurement/>  
<https://www.philgeps.gov.ph/>

For online bid submission: [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph)

Issued on **20 February 2025**

*(original signed)*

**ASEC. JOSE MARIA M. VILLARAMA II**

*Chairperson*

Bids and Awards Committee